

DUTY STATEMENT

Class Title: Office Assistant (General)	Position Number: 804-490-1441-XXX
Unit: Clerical Support Unit	
Section: Administration Section	
Branch:	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Office Assistant, General (OA (G)) performs a variety of general clerical duties.

Supervision Received: Direct supervision from the Senior Word Processing Technician, Chief of the Clerical Support Unit.

Supervision Exercised: None

Description of Duties: The OA (G) opens, reviews, and distributes incoming mail; packages and routes outgoing mail; collects and inputs attendance information into the Human Resources Information System (HRIS); provides special messenger runs on an as needed basis; maintains central office filing system; and assists clerical support staff with general typing, filing, and duplication of reports, memoranda, correspondence, etc.

Percent of Time	Essential Functions
30	Collect and input attendance data into HRIS; ensure attendance reporting is in accordance with departmental and state policies and procedures; communicate with the Personnel Management Branch any attendance discrepancies and work with office supervisors to resolve.
30	Open, review, and appropriately distribute incoming mail; package and route outgoing mail; provide special messenger runs and ad hoc mail runs; pick up and disperse payroll, travel, and special handling checks; and prepare reproduction orders and overnight mail requests.
20	Act as back up to the receptionist; and answer and direct incoming telephone calls from four direct telephone lines to employees throughout the Office of AIDS.
10	Maintain the library filing system, keeping it in a neat and orderly manner; maintain the central office filing system; and keep other miscellaneous records.

Percent of Time	Marginal Functions
5	Provide assistance and support to the procurement liaison for maintenance of copiers; and assist with the maintenance of OA's main supply room, keeping it in a neat and orderly manner.
5	Other general clerical duties as required.

Employee's signature	Date	Supervisor' signature	Date
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